



We have moved to an updated platform for the CRCE Manager. These are the instructions for earning credit. For those attending multiple days, we always recommend saving the final submission until after you have added all sessions. The system will save your progress for any scheduling, evaluations and credit claiming you complete, so you can do it as you go along or wait until after Congress is over.

Log into Hub & Space with your normal AARC Username and Password at <https://aarc.web.mosaic-apps.com/>, click on Congress 2021, and complete the following steps:

1. Under ALL SESSIONS, add each session attended to My Sessions by clicking on + Schedule next to the session time.
2. Go to the Claim CRCE tab
3. Complete an evaluation by clicking "Evaluate Session". You will not be able to evaluate a session until after it has ended.
4. Once the session has been evaluated you will see "Evaluation Done"
5. To claim credit for session that has been evaluated, click the "CLAIM CREDIT" checkbox. The site will not allow you to claim credit for a session that overlaps in time with another already claimed session
6. After claiming credit for all sessions attended for the entire meeting, to submit credit and generate your certificate, check the checkbox that states "Yes, I would like to submit my CRCE credits. I certify my attendance saved is true and correct."
7. Generate the certificate by clicking on the "Proceed and generate certificate". You will be able to download, print, and email your certificate.

***CRCE transcript updates are not immediate. Please allow at least 2 weeks following your final submission. Please email questions to Reagan.hickey@aacr.org.

*****Attendees must submit for credit by February 9, 2022.**